



CITY OF SAN ANTONIO

P.O. Box 839966
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ADDENDUM II

SUBJECT: Request for Proposals for Healthy Snack Vending Services, (RFP 013-002), Scheduled to Open: June 7, 2013; Date of Issue: April 30, 2013

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: May 29, 2013

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. Page 4, RFP Section 004 – Scope of Service, **Delete sentence:** “18. The City reserves the right to charge the Vendor a predetermined fee for the estimated monthly operating cost of each machine. The Vendor agrees to be billed for this charge on a monthly basis to cover the City’s cost for electricity. The predetermined fee will be based upon actual energy consumption(kWh) of each machine on a monthly basis multiplied by the City’s energy cost (\$/kWh)”
2. Page 4, RFP Section 004 – Scope of Service, **Change sentence 7** to read: “It is preferred that all machines installed under this agreement be Data Exchange (DEX) capable. If respondent proposes to install DEX capable machines, include this information as part of the respondent’s Business Plan.”
3. Page 29: RFP Section 016 – RFP ATTACHMENTS - RFP Attachment A, Part Two, Experience, Background and Qualifications, **Change Item #2** to read as: “List and describe a minimum of four (4) active accounts of comparable size. For each of the accounts, provide the total number of vending machines. Identify key personnel assigned to each of the accounts and their role.”
4. Page 14, **Remove** Exhibit 3 – Table 1 Proposed Vending Products and **replace** with “Exhibit 3 – Table 1 Proposed Vending Products revised May 10, 2013”. Amended Exhibit 3- is posted as a separate document
5. **Add:** Exhibit 6, City of San Antonio SBEDA Program Presentation – SBE Prime Contract Program. Exhibit is posted as a separate document.
6. **Add:** Exhibit 7, City of San Antonio Snack Vending Revenue History, dated May 23, 2013. Exhibit is posted as a separate document.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On May 9, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Proposal for Healthy Snack Vending Services. Below is a list of questions that were asked at the pre-submittal conference. The City’s official response to questions asked is as follows:

Question 1: Section 004 - Scope of Service, # 18. The City reserves the right to charge the Vendor a predetermined fee for the estimated monthly operating cost of each machine. The Vendor agrees to be billed for this charge on a monthly basis to cover the City’s cost for electricity. The predetermined fee will be based upon actual energy

consumption (kWh) of each machine on a monthly basis multiplied by the City's energy cost (\$/kWh). What is this estimated monthly fee for machine operations? What formula will the City plan to use?

Response: The City will delete reference to change a predetermined fee for the estimated monthly cost of electricity to run each month. See Amendment 1 above.

Question 2: 013 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS - City reserves the right to award one, more than one or no contract(s) in response to this RFP., How will this be determined and how will locations be divided?

Response: The City's intent is to award one contract in response to this RFP. However, the City does reserve the right to make multiple awards.

Question 3: ATTACHMENT A, PART THREE PROPOSED PLAN # d. Provide a detailed description of the types and features of vending machines to be installed, including drawings, specifications or photographs. Highlight any new technologies available on proposed vending machines. Indicate number of machines that will be equipped with energy management devices and custom machine facades. Does the City have a time frame in mind for transforming some of the machines to a new appearance?

Response: The City does not have a particular time frame. This timeframe shall be provided by the respondent and provided for in the proposal plan section of the RFP.

Question 4: Products - Will there be the option to present a product for use, which is one gram over the presented guidelines for review by a dietician with the Metro Health department? As an example, Sunchips.

Response: Products that exceed the nutrition criteria even slightly would be in the 25% of snacks that don't meet all the nutritional guidelines, however all of the items in the 75% healthy snack options provided would be required to meet the criteria that is set forth in the RFP. The nutritional standards that have been created that determine the healthier items should not be compromised.

Question 5: Regarding the Subcontractor/supplier Utilization Plan, a) How will the determination and/or the divisions of IVSA be made between Prime and Subcontractors? b) The current contractor, IVSA, was formed, by the request of the City, to have one entity to sign the contract. Will this apply to this RFP?

Response: a) Per the SBEDA Ordinance, Small Business Office (SBO) identifies prime respondent as the vendor that submits bid, statement of qualifications, or proposal in response to a solicitation issued by the City of San Antonio. A subcontractor(s) is any vendor or contractor that is providing goods or services to a Prime Contractor to support and assist the Prime Contractor's performance under a contract or purchase order with the City and has a binding contract agreement with the Prime Contractor to perform on that contract. It is the responsibility of the prime respondent to determine vendor roles at the time of submitting the bid response.

Small Business Office (SBO) has applied the Small Business Enterprise (SBE) Prime Contract program to this solicitation. SBE prime respondents have to be certified with the South Central Texas Regional Certification Agency **and** headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the San Antonio Metropolitan Statistical Area (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year. SBE prime respondents proposing at least 51% SBE utilization are eligible to receive **twenty (20) SBEDA evaluation preference points**. No evaluation criteria percentage points will be awarded to non-certified SBE prime respondent(s) by subcontracting to certified SBE firms.

Prime respondents are required to submit a Subcontractor/Supplier Utilization Plan (UP) to list all the subcontractors and/ or suppliers on the contract. Respondents must submit a UP that contains: the names of the subcontractors/suppliers to be utilized in the project (certified and non-certified); the percentage of prime contract dollars and the projected absolute dollar value of subcontracting goods & services by each subcontractor/supplier (certified and non-certified); a description of the work that each subcontractor shall perform (certified and non-certified); and documentation confirming subcontractor/supplier commitment to perform the work.

b) The City always reserves the right to make multiple awards; however for this solicitation, the City anticipates to enter into a contract with one entity as the Prime Respondent.

Question 6: Do we keep the machines as located in their current location?

Response: RFP Exhibit I – Vending Locations provides a list of current vending machine locations. Respondents are free to propose those locations as well as any new potential locations.

Question 7: Are revenue histories going to be released?

Response: A summary of the City's revenue has been added as Exhibit 7.

Question 8: Will DEX capability be required for existing equipment? How will it be determined for current machines on location?

Response: The City prefers installation of DEX capable equipment. Since DEX is a preferred, the respondent should indicate in their Business Plan the number of machines and locations that will have this capability.

Question 9: Electricity charge fee – Is there an estimate of what the fee will be for electricity? How much electricity will it draw?

Response: The City has removed the reference to the ability to charge electricity back to the respondent. See Amendment 1 above.

Question 10: What assurances are there that the contract from this RFP will run as is as far as dietary conditions?

Response: The City does not envision any changes to the nutritional guidelines set forth in the current RFP. However, any changes will be documented in writing through an amendment to the contract.

Question 11: Proposed Plan – Operating Plan – Penalties for vendors with machines on downtime, how will this be handled? What is the penalty? Will holidays be taken into consideration?

Response: All maintenance requests, regardless of type of request (re-stock, mechanical, etc.) should be resolved within 2 business days. This does not include requests for new machines or requests to move machines to a new location. Should a machine experience "downtime" in excess of 2 business days, the City reserves the right to charge a fee to cover the lost commissions due to excessive downtime.

Question 12: RFP Attachment A – Part Two – Experience, Background, and Qualifications, # 2; with reference to the annual gross sales volume, we are not comfortable releasing that information. Is there other information that can be provided instead?

Response: See amendment # 2 above.

Question 13: Why is the wholesale pricing needed on Exhibit 3 – Table 1 Proposed Vending Products?

Response: The column has been deleted. See Exhibit 3 – Table 1 Proposed Vending Products revised May 10, 2013



Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature _____